



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative Trainee [Classified Non-Competitive]			Salary \$26,841.51
Posting Number 28-16	Position Number 946969	Number of Positions 1	Posting Period * From: 2/5/16 To: 2/19/16
Location: Certificate of Need & Licensing Nurse Aide Certification Program 171 Jersey St., P.O. Box 358 Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
Serves as initial point of customer contact for the Nurse Aide Certification Program; receives written, e-mail and telephone requests for information, provides information and answers to callers; responds to requests for forms and documents; examines documents submitted to the program for completeness; enters information into the nurse aide waivers database; the nurse aide reciprocity database and the certified nurse aide abuse and neglect Registry, as appropriate.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Christine Pogorzelski, Administrative Assistant 2 Health Facilities Evaluation and Licensing Reference Posting #28-16 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTHFEL@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- The New Jersey Department of Health is an Equal Opportunity Employer.

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